



Mammoth Lakes Fire Protection District
Prevention Division
PO BOX 5
3150 Main Street
Mammoth Lakes, CA 93546
(760) 934-2300 Office, (760) 934-9210 Fax
<http://mlfd.ca.gov>

SPECIAL EVENT APPLICATION

Applicant Name _____
Address _____ Fax (____) _____
City _____ Zip Code _____ County _____
Event Contact: _____ Phone (____) _____
E-Mail _____

TYPE OF ACTIVITY

☐ FESTIVAL ☐ CONCERT ☐ TRADE SHOW ☐ OTHER _____

Event Location(s) /Building _____

Event Date(s) _____ Estimated Daily Attendance _____

Event Time(s) *Start* _____ am/pm *Finish* _____ am/pm Event

Description: _____

Types of Activities Proposed for Event

<input type="checkbox"/> Cooking Appliances	<input type="checkbox"/> Propane used on-site	<input type="checkbox"/> Stage Erected	<input type="checkbox"/> Seating Only	<input type="checkbox"/> Tent Erected
<input type="checkbox"/> Streets/Rd Blocked	<input type="checkbox"/> Heater(s)	<input type="checkbox"/> Generator(s)	<input type="checkbox"/> Tables and Chairs	
<input type="checkbox"/> Entry Points Blocked		<input type="checkbox"/>	<input type="checkbox"/> Pyrotechnics	Square Footage

A site and floor plan must be submitted to the Mammoth Lakes Fire Protection District a minimum of **14 days prior to the event**. At a minimum the items listed below shall be shown and identified on the plans;

1. Emergency access for fire equipment must be provided.
2. Location and sketch/map of all grandstands, stages, tents, temporary fencing, cooking areas, generators, vendors, etc.
3. Type of cooking and heating devices to be used at the events (barbecue grills, propane, natural gas, wood grills, etc.)
4. Location of all exits, path of travel to exits, and specify all exit and exit aisle widths.
5. Location of tables and chairs and/or chair rows (including the amount of chairs in each row).
6. Location of fire extinguishers.
7. Any special access codes or keys to the event.

Final approval of the permit may be subject to a field inspection. Stand-by personnel may be required for the event at the discretion of the Mammoth Lakes Fire Protection District.

This event shall be conducted in accordance with the Fire and Life Safety requirements of Title 19, Title 24, and the conditions noted on this permit. **Non-compliance with either the code requirements or the noted conditions shall invalidate the permit.**

For Dept. Use Only

Comments/Conditions: _____

Mammoth Lakes Fire Department

PUBLIC ASSEMBLY GUILDLINES

Date

Initial

Section I - Information Required

Please provide the following **required** information to help process this application through the Fire Department.

Provide a drawing showing the arrangement of the furniture, chairs or displays within or at the place of assembly. The layout will need to be approved by the Fire Department, prior to the event.

Please indicate on the plan if there will be any open flame devices such as *candles, cooking appliances, BBQ's or Sterno* cans. NOTE: The use of candles or open flame shall comply with California Fire Code Section 1109.8.2 (see attachment).

Date

Initial

Section II - Requirements and Limitations

Applicant is to initial each of the following requirements. The Fire Department will check these during their site inspection.

No blocking of posted exits without the permission of the Redding Fire Department. Aisles leading to the required exits shall be free from any obstructions.

Overcrowding and admittance of persons beyond the approved capacity of the place of assembly is **prohibited**.

Temporary extension cords shall be protected from physical damage, e.g., being walked on or driven over by vehicles. The extension cord(s) shall be properly grounded and only one extension cord per appliance unless an approved multi-strip adapter is used. Please secure extension cords so that they will not be tripped on or impede egress from the building - **16 gauge minimum**.

Decorative material brought into the place of assembly such as drapes, hangings, curtains, drops, or other decorative material including Christmas trees that would tend to increase the fire and panic hazard shall be made from material which is not flammable or shall be treated and maintained in a flame retardant condition. **Proof of treatment is required.**

Exit doors, exit lights, fire alarm pull stations, fire sprinkler heads, and fire extinguishers shall not be concealed or obstructed by any decorative material.

Compressed gas cylinders, such as helium or CO₂, shall be secured to

prevent falling with one or more restraints.

_____ _____
There shall be no fueled equipment allowed unless authorized by the Fire Department (e.g., propane, gasoline, white gas, kerosene, etc.)

_____ _____
All fire lanes shall be kept clear at all times, and please no blocking of fire hydrants.

_____ _____
Exit doors **shall not** be locked, chained, bolted, barred, latched or otherwise rendered unusable. Exit doors shall not be covered or blocked.

_____ _____
Means of egress shall not be obstructed in any manner and shall remain free of any material or matter where its presence would obstruct or render the means of egress hazardous.

_____ _____
Candles and open-flame devices must be approved by the Fire Department to be allowed.

_____ _____
Fireworks, pyrotechnics and flame special effects are **prohibited without a licensed pyrotechnic technician and a fire department permit.**